

CALTON

PRIMARY SCHOOL

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2nd December 2020

Dear Parents and Carers of Red Class,

Due to recent changes in both the Government and Local Authority guidelines and as a direct result of these unprecedented times, we are sorry to inform you that Miss Letts will work remotely from home from Monday 7th December as she heads in to her third trimester of her pregnancy.

Naturally we want to ensure the smoothest transition for your child so our plan is to continue with Mrs Lee in class as a consistent and familiar adult, Miss Newnham overseeing Reception and employing an experienced supply teacher up until the Christmas break. Upon return Red Class will start the year with a new and permanent class teacher(s), which we will communicate to you as soon as confirmed.

Although we are saddened that Miss Letts will not be able to attend school she will be working from home and will still be a full member of the Reception Team until her maternity leave starts.

Kind regards

Melanie Newnham
Head of Early Years

Sarah Bunce
Head Teacher



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